

**CITY OF ST. MARYS, GEORGIA
CLASS SPECIFICATION**

CLASS TITLE: FIRE LIEUTENANT
DEPARTMENT: FIRE
REPORTS TO: FIRE CAPTAIN/ASSISTANT CHIEF/CHIEF

CLASS CODE: 1028
FLSA STATUS: N
DATE: 06/13

JOB SUMMARY:

Supervises staff and performs advanced, complex fire suppression functions to protect life and property, prevention of the commission of fires, and provides community services. Serves as training officer and officer in charge.

As a municipal organization, the City of St. Marys is an emergency provider of services. Some emergency situations, including weather related emergencies, may necessitate the City of St. Marys employees to assist in areas of work which may not be directly related to the employees specific job function, but which will be within the physical capabilities, training, and skills of the employee.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training staff; planning, assigning and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises staff members which are responsible for performing public safety functions including, but not limited to: fire suppression, emergency medical response, presenting fire prevention and safety programs; and other related functions and programs.

Assists with the preparation of the department budget, including analyzing needs and resources and monitoring budget activity.

Follows up on inquiries from various agencies, groups, media, etc., regarding department programs and services; makes presentations to groups, and participates in radio, newspaper and television interviews.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Interacts with a variety of individuals, both internally and within the community, county, state and nation to provide information, disseminate departmental information, promote community awareness of department functions, make presentations and assist in resolving administrative issues.

Performs fire fighting and life rescue duties, including: responding to various emergencies; assisting in conducting fire suppression functions; administering first aid and emergency medical treatment; assisting in operating equipment; laying hose, raising and climbing ladders, etc.; conducting search and rescue operations; and assisting in containing hazardous materials spills.

Assists in searching for evidence for investigative staff after fire incident.

Assists other firefighters and agencies by responding to calls and serving as backup.

Performs maintenance and minor repairs of fire station, grounds and equipment; performs safety checks on various pieces of equipment; changes oil, filters, fluids, etc., on vehicles and apparatus; performs general housekeeping functions within and around stations.

Coordinates and participates in training programs by attending classes, participating in drills, simulations, etc., studying city geography and participating in physical training and conditioning programs.

Coordinates and participates in fire safety and prevention programs; makes presentations/teaches classes to the general public; assists in conducting station tours; conducts pre-incident surveys and inspections and assists in developing pre-fire plans.

Operates radio communication equipment and acts as Communications Officer, as needed; prepares reports.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Fire Vehicle	General Office Equipment	Computers
Communications Equipment	Lifesaving Equipment	Audiovisual Equipment
Calculator	Rescue Equipment	Fire Suppression Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's Degree; and,

Three to five years of as a certified firefighter; or,

Any Engineer who is in good standing and has a minimum of two years in position with the St. Mary's Fire Department at the time the testing and selection and has been a certified firefighter for two years prior to the announcement is made is eligible for participation in the process,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Driver's License

NPQ - I and 2 Certification

Medical First Responder Certification

HAZMAT

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Internal departmental policies and procedures.

Applicable state, federal and local ordinances, laws, rules and regulations.

Supervision of staff and activities.

City street system, hospital locations, and physical layout of the City.

Mechanical principles, operational techniques and application of fire fighting and basic life support equipment.

Fire behavior, basic fire fighting strategy and tactics and basics of hazardous materials operations.

Fire prevention and safety procedures.

First aid and emergency medical care.

Hydraulics.

Building and equipment maintenance/repair techniques.

All computer applications and hardware related to performance of the essential functions of the job.

Record keeping, report preparation, filing methods and records management techniques.

Safe practices and procedures for performing essential functions of the job.

Standard business arithmetic, including percentages and decimals.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Responding quickly to changing situations.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a competent and courteous manner.

Mental and Physical Abilities:

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Ability to deal with problems involving several variables in changing situations.

Ability to write reports and correspondence.

While performing the essential functions of this job, the incumbent is regularly required to use hands to finger, handle, or feel objects; ascend and descend stairs, ladders, ramps, fences, scaffolding, etc.; maintain body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery or erratically moving surfaces; move about on hands and knees; bend body downward and forward, requiring full use of the lower extremities and back muscles; reach with hands and arms; speak and hear; use color, sound, depth, shape and odor perception; and push, pull and/or lift over 50 pounds frequently and over 100 pounds occasionally.

Working Conditions:

Work is performed in an office, fire vehicle and in the field exposing the employee to various outside atmospheric conditions; conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin; possible bodily injury from moving mechanical parts of equipment, tools, or machinery, electrical shock, radiation, explosions, falling from high, exposed places, and/or toxic or caustic chemicals. The employee is frequently exposed to persons who have contagious diseases/illnesses, volatile situations and imminent danger when performing the essential functions of the job.

The incumbent's working conditions are typically moderately quiet, but can be very loud at some locations.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.